

**MONTANA BOARD OF REAL ESTATE APPRAISERS**

301 So Park Ave, 4<sup>th</sup> Floor

PO Box 200513

Helena MT 59620-0513

Phone: (406) 841-2961 Fax: (406) 841-2305

E-MAIL: [dlibsdua@mt.gov](mailto:dlibsdua@mt.gov)

WEBSITE: <http://www.realestateappraiser.mt.gov/>

**APPLICATION INSTRUCTIONS FOR OUT OF STATE APPLICANT:**  
**(STATES WITHOUT A RECIPROCAL AGREEMENT):**

The Board will accept testing that is taken in another state. The Board will also accept the education that is approved for appraisal education by the commission in the state that it was taken and the applicant provides proof of that states approval. Out of state applications will be presented at the next scheduled Board meeting for approval.

**FEES FOR LICENSURE/CERTIFICATION**

Original License/Certification	\$400.00
Federal Registry Fee	\$ 25.00

**APPLICATION PROCEDURES AND SUPPORTING DOCUMENTS:** The following information and/or documentation is required at least 30 days in advance of the next scheduled board meeting date. An application will not be reviewed until all materials are received and accepted.

- Completed application signed by the applicant with the signature acknowledged before a notary public.
  - Check or money order for fees payable to Board of Real Estate Appraisers.
  - Education log and certificates of completion\*
  - Experience log\*
  - Exam score results
  - 3 Appraisal reports\*
  - An original license history or a letter of good standing from your domicile state
  - Copy of your current license/certificate
  - Consent to service form completed
  - A recent, passport-type photograph of the applicant.
- \* The applicant shall submit original or certified documents in support of the application. The board may permit such documents to be withdrawn upon substitution of a true copy.

The board shall review fully completed applications for compliance with board law and rules and shall notify the applicant in writing of the results of the evaluation of the application. The board may request such additional information or clarification of information provided in the application as it deems reasonably necessary. Incomplete applications shall be returned to the applicant with a statement regarding incomplete portions.

The applicant shall correct any deficiencies and resubmit the application. Failure to resubmit the application within 60 days shall be treated as a voluntary withdrawal of the application. After voluntary withdrawal, an applicant will be required to submit an entirely new application to begin the process again.

**LICENSING REQUIREMENTS:**

**LICENSE:**

- Must have completed 90 hours of pre-approved education, 15 hours of which must cover the Uniform Standards of Professional Appraisal Practice and 15 hours of report writing. Applicants must demonstrate that their education involves coverage of all topics listed below with particular emphasis on the appraisal of one- to four-unit residential properties:
  - (a) influences on real estate value;
  - (b) legal considerations in appraisal;
  - (c) types of value;
  - (d) economic principles;
  - (e) real estate markets and analysis;
  - (f) evaluation process;
  - (g) property description;
  - (h) highest and best use analysis;
  - (i) appraisal statistical concepts/methods;
  - (j) sales comparison approach;
  - (k) site value;
  - (l) cost approach;
  - (m) income approach:
    - (i) gross rent multiplier;
    - (ii) estimation of income and expenses;
    - (iii) operating expense ratios;
  - (n) evaluation of partial interests;
  - (o) appraisal standards and ethics;
  - (p) types of misconduct for which disciplinary proceedings may be initiated against a licensed real estate appraiser, as set forth by statute.
- Must have passed the real estate appraisers examination with a score of 75%
- Must have completed 2000 hours of appraisal experience over a period of not less than 18 months

**RESIDENTIAL CERTIFICATION:**

- Must have completed 120 hours of pre-approved education, 15 hours of which must cover the Uniform Standards of Professional Appraisal Practice and 15 hours of report writing. In addition to the topics listed above, applicants shall demonstrate that their education involved coverage of narrative report writing and direct capitalization within the income approach. The education for this certification shall place particular emphasis on the appraisal of one- to four-unit residential properties.
- Must have passed the real estate appraisers examination with a score of 77%

- Must have completed 2500 hours of appraisal experience over a period of not less than 24 months. The hours may be treated as cumulative in order to achieve the necessary 2500 hours of appraisal experience.

**GENERAL CERTIFICATION:**

- Must have completed 180 hours of pre-approved education, 15 hours of which must cover the Uniform Standards of Professional Appraisal Practice and 15 hours of report writing. In addition to the topics listed above, applicants shall demonstrate that the education included:
  - (a) narrative report writing; and
  - (b) income approach, including the following:
    - (i) addressing estimation of income and expenses;
    - (ii) operating statement ratios;
    - (iii) direct capitalization;
    - (iv) cash flow estimates;
    - (v) measures of cash flow; and
    - (vi) discounted cash flow analysis.

The education for certification as a certified general real estate appraiser shall place particular emphasis on the appraisal of non-residential properties.

- Must have passed the real estate appraisers examination with a score of 79%
- Must have completed 3000 hours of appraisal experience over a period of not less than 30 months of which at least 1500 hours must be in non-residential appraisal work. The hours may be treated as cumulative in order to achieve the necessary 3000 hours of appraisal experience.

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APPLICATION FOR LICENSURE AS: (please check one)

☐ **ORIGINAL LICENSE** ☐ **RECIPROCAL** ☐ **TEMPORARY REGISTRATION**  
(Out-of-State applicants without a reciprocal agreement)

LICENSE LEVEL REQUESTED: (please check one)

☐ **LICENSE** ☐ **RESIDENTIAL CERTIFICATION** ☐ **GENERAL CERTIFICATION**

1. FULL NAME \_\_\_\_\_  
Last First Middle

2. OTHER NAME(S) KNOWN BY \_\_\_\_\_

3. PRESENT EMPLOYER: \_\_\_\_\_

4. EMPLOYER'S ADDRESS: \_\_\_\_\_  
Street or PO Box # City & State Zip Country

5. HOME ADDRESS: \_\_\_\_\_  
Street or PO Box # City & State Zip Country

PREFERRED MAILING ADDRESS: \_\_\_\_ Home \_\_\_\_ Employer

E-MAIL ADDRESS: \_\_\_\_\_

6. TELEPHONE: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Business Home Fax

7. SOCIAL SECURITY NUMBER \_\_\_\_\_ FOREIGN ID NUMBER \_\_\_\_\_

8. DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_ ☐ Male ☐ Female

9. LICENSE NAME \_\_\_\_\_  
(State your name, as it should appear on the license if granted)

**All applicants must answer the following questions. If you answer yes, give specific details (names of organizations, dates, reasons, and outcome) on a supplement sheet.**

10. Do you hold a license in another state as a Real Estate Appraiser? YES NO  
If yes, provide the following information: ☐ ☐

License Type	State	License Number	Date Issued	Expiration Date

**YOU MUST REQUEST A LICENSE VERIFICATION FROM YOUR RESIDENT STATE.**

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 11. Have you ever been denied the right to take this profession's licensing exam in any state?<br>If yes, attach a detailed explanation.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Has a licensing agency ever taken adverse or disciplinary action against your license?<br>If yes, attach a detailed explanation.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Has your license ever been forfeited or surrendered? If yes, attach a detailed explanation.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Has a complaint ever been made against you alleging unethical behavior or unprofessional conduct? If yes, attach a detailed explanation.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Have you ever been expelled from or asked to resign from any professional organization of which you were a member? If yes, please attach a detailed explanation.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Have you ever been charged with or convicted of a crime (including a plea of no contest or deferred prosecution) relating to, or committed during the course of your professional practice, involving violence, use or sale of drugs, fraud, deceit, or theft, whether or not an appeal is pending? You may omit: (1) traffic violations for which you paid a fine of \$100.00 or less and (2) charges or convictions prior to your 16 <sup>th</sup> birthday. If yes, attach a detailed explanation. | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Have you ever been charged with fraud, formally or informally, in any legal proceeding?<br>If yes, attach a detailed explanation  | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Have you any physical or mental condition which has in the past three years adversely affected your ability to practice this profession, including but not limited to, a contagious or infectious disease involving serious risk to the public? If yes, attach a detailed explanation   | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Have you within the last three years, used alcohol or any other mood-altering substance in a manner which adversely affected your ability to practice this profession? If yes, attach a detailed explanation.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Has any legal or disciplinary action been filed against you relating to or during the course of your professional practice? If yes, attached a detailed explanation.  | <input type="checkbox"/> | <input type="checkbox"/> |

21. List all Real Estate Appraiser Examinations you have taken.

Date	Examination Level	Testing Organization	Results	
			Passed	Failed

### AFFIDAVIT

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of REAL ESTATE APPRAISER.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the applicable licensure laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application. I pledge to comply and abide by the *Uniform Standards of Professional Appraisal Practice*. I affirm that I understand the types of misconduct for which disciplinary action may be initiated against me.

\_\_\_\_\_  
Legal Signature of Applicant

\_\_\_\_\_  
Date

Subscribed and sworn to me by this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

At \_\_\_\_\_  
City and State

\_\_\_\_\_  
Notary Public

**SEAL**

\_\_\_\_\_  
For the State of

My commission expires \_\_\_\_\_

**STATE OF MONTANA  
BOARD OF REAL ESTATE APPRAISERS  
EXPERIENCE LOG**

Page \_\_\_\_ of \_\_\_\_

**Name:** \_\_\_\_\_

Property Identification		Type of Property		Scope of Work Check applicable boxes for each assignment			Type of Report				Hours		
Date of Report	Address or legal description	Residential	Non-resident (Describe)	Sales Comparison Approach	Cost Approach	Income Approach	Self-contained	Summary	Restricted	Review	Resident	Non-resident	Staff Use Only

_____ Trainee-Signature	_____ Date	Total this page Running Total         _____ _____
_____ Approved Mentor-signature	_____ Date	

**\*You make as many copies of this page as needed\***

**STATE OF MONTANA  
BOARD OF REAL ESTATE APPRAISERS  
APPRIASAL EDUCATION COURSE SUMMARY**

Page \_\_\_\_ of \_\_\_\_

**Name** \_\_\_\_\_

Course Date	Course Number	Title of Course	Sponsoring Organization	Course Hours	Staff Use Only

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\*Please attach certificates of attendance for the classes you are claiming for credit. You can make as many copies of this form as needed.\*



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**IRREVOCABLE CONSENT TO SERVICE OF PROCESS**

The undersigned applicant for a license to engage in the business of a real estate appraiser in the state of Montana, being a non-resident of said state, hereby irrevocable consents that suits and actions may be commenced against \_\_\_\_\_ in any county of the state of Montana in which the plaintiff, having a cause of action or suit, may reside, and further consents that two duplicate copies of such process or pleading to the Secretary of State of the state of Montana, and further consents that such service when so made shall be taken and held in all courts to be as valid and binding upon the applicant as if in fact made upon said applicant in the state of Montana within the jurisdiction of the court in which said suit or action is filed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Non-Resident Appraiser

State of \_\_\_\_\_) ss.

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before

\_\_\_\_\_, a Notary Public for the state of

\_\_\_\_\_ personally appeared \_\_\_\_\_.

Known to me to be the person whose name subscribed to the within and foregoing instrument and acknowledged to me that s/he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the notarial seal of my office the day and year in this certificate first above written.

S  
E  
A  
L

\_\_\_\_\_  
Notary Public

State of \_\_\_\_\_

My Commission Expires \_\_\_\_\_